

Scratch Gravel Solid Waste Management District

Un-Scheduled Regular Meeting Minutes

Board of Directors

June 19, 2019 2:00 p.m.

City of Helena, Transfer Station Board Room

Members Present

Jim McCormick

Linda Grady

David Knoepke

Drenda Niemann

Staff Present

Audra Zacherl

Eric Griffin

Jacki Pierson

Pete Anderson

Sandra Williams

Guests

Andy Zacherl

Matt Elsaesser

Call to Order

David Knoepke called the meeting to order at 2:05 p.m.

Action Items:

Elect Board Chair

Elect Board Vice-Chair

At the beginning of the meeting there is discussion as to whether or not there is a voting quorum. The above Action Items have been put on hold until clarifications of Mr. Jim McCormick's (L&C County Commissioner) voting rights are established.

Staff Reports:

Landfill Manager Report- Pete Anderson (Solid Waste Superintendent): The Landfill is starting Phase IV excavation at the Landfill. There are about 550,000 Cubic Yards to excavate out. The Scraper and Track Loader are being utilized. The material will be used and developed into a berm upon the Western property boundary of the unlicensed ground. A Public Service Announcement was sent out Monday to all Emerald Ridge Subdivision Residents explaining what the Landfill is doing as well as the Construction Plan for the berm. Copies of this Public Service Announcement were distributed during the meeting and one will be kept in our files. June 25, 2019 4-6 the Landfill will be holding an open house and will address any questions as well as provide additional information on the berm.

The two new employees that were hired in April of this year bring experience in heavy equipment operations, construction, and storm water knowledge/background and things are running smoothly. Late April of 2019 is the first time since October of 2018 that the Landfill has been fully staffed.

Mr. Anderson asks for any questions and Ms. Linda Grady (New Board Member) would like clarification on closure of Cell III and what a "Cell" is. Mr. Anderson explains the structure of the Licensed 80 acres of Landfill and that it has been developed for 6 Cells. He further explained history of the Phases that began in 1994, the development throughout the years, and the expectation that our current Phase III will reach capacity in 2021. Ms. Zacherl explains Phase IV was originally a large cell slated to last 24 or 25 years but last year it was engineered into 2 smaller cells and will be divided between Phase IV A and Phase IV B lasting approximately 12 years each. Mr. Griffin explains there is a vertical expansion plan which has been approved by DEQ. Mr. Anderson adds the original life expectancy was 50 years and has since expanded to 100 years and there are hopes in the future to expand to 120 years.

Mr. McCormick requests to hear about the Efficiency Study again and the efficiencies that have been put in place. Mr. Anderson references the 2014 Efficiency Study completed on Solid Waste Managements by Blue Ridge Services for both the City of Helena and Lewis and Clark County in a cooperative effort. Recommendations from Blue Ridge Services have been implemented and will continue to be active in the future. One of the recommendations was that the City and the County could work together. This was implemented via Mr. Anderson being a City of Helena Employee but also the Lewis and Clark County Landfill Manager. Permitting is also done through the City of Helena now. The Landfill mechanic works on City and County Equipment. Under Solid Waste Equipment is used between both entities. Ms. Zacherl states there will copies of the Efficiency Study sent out to everyone for review.

FY20 Budget- Audra Zacherl (Assistant Director, Public Works): There was no quorum at the April meeting as Pat and Linda were not on Board at that time. Due to lack of quorum the Board did not approve the budget before it was presented to the commission as it generally does. Ms. Zacherl would like to highlight any changes that occurred and will answer any questions on the budget and what was presented to the Commissioners. Copies of the budget were distributed to each member in the meeting packet. Ms. Grady would like clarification on Class II and Class IV waste. Ms. Zacherl explains Class II is regular household solid waste and is the Phase IV Cell. Class IV is construction and demolition waste also known as C&D and is in its own unlined cell. This Cell takes only dry items that cannot leach into the soil.

Reviewing the Landfill budget- In January 2019 the Class II tipping fee changed to \$26/ton when L&C County added Broadwater County's waste. This fee will remain for 1.5-2 years. Class IV remains at \$23/ton and has remained as such for the past 6 or 7 years. The Budget is assuming 36,465 tons of waste from the Transfer Station, 203 tons from Marysville, and 4,500 tons from Broadwater County. These amounts are projections based on previous years. Class IV tonnage has grown since the cell was opened. Personnel: 2.4% personal matrix adjustment with step increases and 10% of liability of compensated absence at \$958.00. There were two new employees hired in

April. Bruce Turney start April 22 as an equipment operator and Ross Battershell seasonal equipment operator started April 30. The seasonal position is for the scraper operation and to dig the new cell. We have estimated a 50% savings on excavation costs on Phase III by purchasing the scrapper and doing the excavation ourselves. Operations and Minor Equipment purchases are listed in the packet. FY20 the Junk Vehicle cold storage building is budgeting to purchase oil heaters and storage tanks. Additionally, the Junk Vehicle building was insulated in FY19. After the FY20 additions this will no longer be cold considered cold storage. The 938-Wheel Loader is budgeted to get a 14 foot snow pusher attachment. A Water truck is budgeted for from the Road Department however the Landfill may purchase from another source due to unforeseen circumstances with the Road Department water truck. There is a 4,000 tarps reserve as tarps are purchased every other year. Additional fuel of \$40,000 is budgeted due to the berm constructions beginning. There is a 25% reserve for new loader tires to be purchases in FY24. There is a \$2500 travel/training budget for WasteCon for 1 or 2 employees. The SRF Facilities Loan will be paid off 5 years early on July 1, 2019 in the amount of \$1,034,509.00. This payoff allows the Landfill to be more flexible in the budget and keep the tipping fees lower. Ms. Grady asks how we were able to do this. Ms. Zacherl explains the new Rate Resolutions passed last year allowed staff more flexibility to quote construction projects and out of County waste such as Broadwater County waste. The County was able to bring in waste that hadn't been budgeted for which is why the loan was able to be paid off sooner. Capital Expense Phase IV final design engineering is budgeted for \$79,000. In FY21 a loan will be taken out for construction of Phase IV A. The Landfill is funded by tipping fees. There are no further questions on the Landfill budget.

Reviewing the Scratch Gravel budget- Scratch Gravel is funded by district residents paying an assessment fee on property taxes. For the Fiscal Year the budget is assuming 14,000 assessments which will be approximately \$1.2 million. The assessment will remain at \$88/per residential unit. (Mr. Griffin (Lewis and Clark County Public Works Director) leaves meeting due to another meeting). The budget is anticipating 17,000 tons which is approximately \$965,000 into Transfer Station. Scratch Gravel also pays for half of the City Recycling Program which is budgeted for \$175,000. This is paid for so Scratch Gravel residents can use the Transfer Station and the out of district site recycling. There is a 50,000 Capital Contribution and no purchases budgeted. Ms. Zacherl asks for any questions, there are none.

Reviewing the Marysville budget- Vincent Bowers was hired March 16th and replaces long time employee Bob Ewing after his retirement. The assessment will remain at \$79.00. There are no changes to current operations, no capital contributions, and no purchases. Mr. Knoepke questions whether jersey rails will still be placed as previously talked about at the Marysville site. Mr. Anderson states those upgrades are being reconsidered due to different factors such as snow plowing. There are no further questions on the Marysville budget.

Ms. Zacherl states there is more information enclosed in the packet and if there are any further questions to contact her.

Comments From the Public:

Ms. Zacherl asks for Public Comments over any agenda items. Mr. Matt Elsaesser with 406 Recycling thanks the board for letting him sit in on the meeting as a member of the public.

Discussion:

Ms. Grady, as a new board member would like to know what her role is. Ms. Zacherl states there are 2 voting board members not present. Ms. Grady clarifies there are 3 of 5 voting board members present. The two absent members are Pat Keim (new board member), and Drenda Niemann (Health Officer). Mr. McCormick's voting capacity is discussed, and the board is unsure whether a voting quorum is present. Mr. McCormick states he will check in to what his voting capacity is on this board as each board is different.

Ms. Zacherl would like to start the next Board Meeting at 2:00pm due to lack of a voting quorum to vote on today's actions item of electing Board Chair and Vice Chair. The board agrees to start the meeting August 15 at 2:00pm.

Mr. McCormick has looked up the SGSW Management District online and determined he is a voting board member with the exception of voting on the budget. After further discussion and determining Mr. McCormick's voting capacity it was decided there is a voting quorum present. Ms. Zacherl states we can now vote on a Chair and Vice Chair before adjournment to which everyone is in agreement of. Mr. McCormick nominated Mr. Knoepke as Board Chair seconded by Ms. Grady; Mr. Knoepke accepts this nomination and is voted the new Scratch Gravel Advisory Board Chair. It is stated there are three meeting per Fiscal Year generally in August, December, and April. Linda Grady is nominated by Mr. McCormick as Vice Chair which is seconded by Mr. Knoepke; Ms. Grady accepts the nomination and is voted the Scratch Gravel Advisory Board Vice Chair. Mr. David Knoepke is the new Scratch Gravel Board Chair and Ms. Linda Grady is the new Scratch Gravel Board Vice Chair.

A discussion of times/days of week for future meetings will be discussed by board next meeting as there is a new board. The next Board Meeting is August 15, 2019 at 2:00pm at the Lewis and Clark County Landfill followed by a tour of the Landfill.

A tour of the Transfer Station will take place after the adjournment of this meeting for any interested parties.

Adjournment:

A motion to adjourn by Mr. David Knoepke (Chair) was seconded by Ms. Linda Grady (Vice Chair). The motion passed. Meeting adjourned.